

## U. S. Department of Labor



## Employment and Training Administration

Dallas / Denver Region IV

Dallas Regional Office  
525 Griffin St., Room 403  
Dallas, Texas 75202

Denver Affiliate Office  
1999 Broadway, Suite 1780  
P.O. Box 4650  
Denver, Colorado 80202

December 17, 2002

### DALLAS REGION: DIRECTIVE NO. 02-02

TO: DALLAS REGION CENTER DIRECTORS  
DALLAS REGION CENTER OPERATORS  
DALLAS REGION OA/CTS COORDINATORS  
DALLAS REGIONAL OFFICE STAFF

FROM: JOSÉ M. de OLIVARES  
Regional Director  
Office of Youth Services & Job Corps

SUBJECT: GED/HSD Campaign

1. Purpose.

To initiate a campaign to increase the attainment of GEDs/HSDs by students in the Dallas Region.

2. Background.

A recent analysis indicates that the area in which Regional performance is in the greatest need of improvement is the attainment of GEDs/HSDs by our students. Regional performance in this area through 11/30/02 is at 67.7% of goal, which is almost nine percentage points behind the national average of 76.4%. Even a small improvement in GED/HSD performance, coupled with the impact that would have on the Region's Combination Rating, would significantly improve the Region's overall performance and benefit many students.

Center assessments and the continuous improvement of our centers' Academic Olympic Teams suggest that we are operating high quality academic programs at our centers. We are just not getting the results we should be getting. We attribute this disappointing result to insufficient emphasis being placed on the attainment of these important credentials



A Proud Member Of America's Workforce Network

3. Action.

All centers in the Dallas Region are herein directed to initiate an all out, center wide, GED/HSD attainment campaign beginning in January 2003 when students return from the Christmas break. This campaign must begin with the Admission Counselors and will require the support and participation of all departments on center, including student government.

Each center must submit a plan to the Project Manager by COB January 17<sup>th</sup>, 2003 describing its campaign. These plans must include an overall strategy statement, a description of the activities each department (including student government) will engage in, in support of the campaign and timelines for the conduct of these activities. The Regional Office will review these plans and compile a list of “Best Practices,” which it will share with all the centers. Centers will be expected to upgrade their plans by incorporating these “Best Practices” where appropriate and feasible.

Centers are also directed to submit the attached monthly report via e-mail to their Project Managers, with copies to the Division Chief and the Regional Director. This report will replace the current monthly inventory report and will be due within five working days of the end of the month.

The Regional Office will also be realigning its priorities regarding option year awards, modernization funding, and the provision of technical assistance to support and underscore the importance of this campaign.

4. Expiration Date.

This campaign will remain in effect until further notice.

5. Inquiries.

Questions regarding this campaign should be addressed to José M. de Olivares or June Boswell at the Regional Office (214) 767-2567.